



## Meeting Minutes - Final

### Parks, Recreation, and Golf Advisory Committee

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Tuesday, October 18, 2016

6:00 PM

Commerce City Recreation Center

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#### 1. Call To Order/Roll Call

*Meeting called to order at 6:05 p.m.*

*Attendees: Dana Bond, Jadie Carson, Bruce Emery, Aaron Franek, Brent Loomis, Justin Maillet, Bret Walker*

*Absent: Ray Cordova, Steve Douglas, Andrew LaCrue*

*Staff Members Present: Carolyn Keith, Karen O'Donnell, Jodi Hardee, Candice Turnage, Amy Hendricks*

#### 2. Approval of Minutes

*A motion was made by Member Franek to approve the September 20, 2016 minutes as submitted. The motion was seconded by Member Emery. The minutes were approved unanimously.*

**This was approved**

#### 3. Unfinished Business

[16-48](#)

##### City Tour

*City tour update*

*Date: October 29, 2016*

*Time: 10:00 a.m.*

*A reminder will be sent to committee members to RSVP for the tour. The tour will focus on the parks, recreation and trail amenities city wide. The van will depart from the Recreation Center (6060 E. Parkway Drive) at 10:00 a.m. and return to the Recreation Center no later than 1:00 p.m. Members can bring a guest and are invited to attend the annual Creepy Hollows event that starts at 1:00 p.m. Four (4) committee members confirmed their attendance for the tour.*

[16-57](#)

##### New & existing recreation centers (Facility Naming process and timeline)

**Attachments:** [PRESENTATION 10-18-16](#)

*Facility Naming Process Presentation*

*Recreation Manager, Karen O'Donnell gave a slideshow overview of the Facility Naming Process. Key points included:*

- Purpose
- Facility Naming

- *Desired Outcomes*
- *Consensus/Decision Making*
- *Why Consensus*
- *Categories & Criteria*
- *Next Steps*

*Director Keith recommended the group take time to discuss and decide how decisions will be made by the committee; establishing the process. Members discussed the consensus approach and the voting majority approach to making decisions.*

*A motion was made by Member Loomis to adopt the consensus decision making model for naming the two (2) recreation centers. The motion was seconded by Member Bond. The motion was approved unanimously.*

*Discussion on Facility Naming Criteria*

*Karen O'Donnell facilitated a discussion and the following criteria were developed to use for future and existing facility naming.*

*Geographical*

- *Old town names/neighborhood names; names that have a part of this community*
- *Street names*
- *Landmarks*
- *Landscape features/characteristics unique to this area*
- *Link to established/existing park names*
- *Related to anything that ties to our schools*
- *Exclude directional descriptions of recreation centers (i.e. north/south)*

*In Honor of*

- *Limit first point to Commerce City (involved or impacted)*
- *Eliminate State of Colorado or United States*
- *Individual's accomplishments shall be notable in the area of parks, recreation and golf*

*Thematic*

- *Opportunity to give the recreation centers a special and unique identity (remove Pioneer Park reference)*
- *Reflect positive image*
- *Unique fun environment*
- *Appeals to wide age range*
- *Market competitiveness*

*Other*

- *Animals/wildlife*
- *Flora/fauna*
- *Prairie theme*
- *Historical event or site in the area*

*The criteria listed above will be voted on as part of the approval of the minutes at the November 15, 2016 meeting.*

*Committee discussed next steps*

- *Confirm information gathered (outcomes, decision-making model, criteria)*
- *Discussion of proposed timeframe and timeline; recommendation to City Council to be done no later than August of 2017.*

#### 4. New Business

**16-68** PRG Community Outreach role overview (Jodi Hardee)

*This will be a future meeting discussion*

**16-69** Service Sustainability Model overview/Recreation fees & charges

*This will be tabled to the end of 2016 or beginning of 2017.*

**16-70** CIP-CAC/PRG Joint Meeting Nov 9, 2016 6-7:30p.m. at Civic Center Rm 3109

*Farnsworth is doing an evaluation of the existing recreation center's mechanical and energy efficiency. If the report comes out before the meeting Director Keith will forward it to the PRG Advisory Committee*

**16-71** PRG Advisory Committee December meeting date scheduled for Dec. 20; change to Dec. 6 or 13?

*Discussion of the PRG Advisory meeting schedule. Director Keith recommended moving both November and December meetings to the Recreation Center because of the challenges with space in the Buffalo Run Conference room. The discussion included:*

- *Moving the December 20, 2016 meeting to December 6 or 13*
- *The December meeting location will be determined at the November meeting*
- *Monthly meetings will continue through December 2016, and the committee will decide at the December meeting if they will continue with the current schedule.*

*Member Loomis made a motion to change the December 20, 2016 meeting to December 13. Member Franek seconded the motion. The motion was approved unanimously.*

#### 5. Committee Member Reports & Information

*New Recreation Center Groundbreaking October 15, 2016*

*Several committee members attended the groundbreaking ceremony; all reported the event went well. There were approximately 40 people that watched the live video from Buffalo Run Golf Course. The video can be found on the City's facebook page.*

*Villages at Buffalo Run East Park opening September 22, 2016*

*Committee members reported the park opening was well attended. The issue of pedestrian safety was brought up. Councilwoman Carson informed the committee that City Council directed staff to look at pedestrian safety and the issue is currently under review. Director Keith will follow up with staff on when to expect an update on the connectivity concerns.*

*Committee Membership Vacancy Update*

*On October 17, 2016, City Council passed Resolution #2016-117 amending membership as follows:*

*"Membership: The committee will consist of up to thirteen (13) members as follows:*

*two (2) City Council members plus eleven (11) representatives of the community at large of the age of at least thirteen (13). Members shall serve without compensation. Each member shall be a resident of the City, an employee of a business in the City, or an owner of property in the City. City Council members, their immediate family members, and other elected officials are not eligible for membership except as stated in this resolution."*

*The committee discussed that members should represent the core city as well as the northern range. Reminder that applicants need to apply online through the City's website ([www.c3gov.com](http://www.c3gov.com)). City Council reviews applications and appoints the members. Director Keith will reach out to Councilwoman Elliot and Councilman Amador to see if they know of anyone in their districts who is interested in serving on the PRG Advisory Committee.*

*Director Keith announced that Commerce City's Recreation Supervisor of Athletics, Tim Moore, was the recipient of the Colorado Parks & Recreation Association's 2016 Fellow Award, which is their highest honor. Tim Moore was honored at the annual CPRA conference in September.*

**6. 16-72**

**PRG Advisory Committee Announcements Oct. 18, 2016**

**Attachments:** PRG ADVISORY COMMITTEE ANNOUNCEMENTS 10-18-16

**7. Adjourn**

*The meeting adjourned at 7:40 p.m.  
Respectfully submitted by:*

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*Candice Turnage and Amy Hendricks*